

Vital Records Program
✓ *5/13*
21 February 1968

MEMORANDUM FOR: Chief, Records Administration Branch

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FROM :

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SUBJECT

: Review of Status of Vital Records Program

1. The following is an interim report of progress made on the Review of the Status of the Vital Records Program.

2. Since I began this study on 12 February I have accomplished the following:

a. I have held meetings with Records Officers representing six offices. Each of these offices has a sizeable volume of Vital Records and each office will play an important role in supporting other Agency elements at time of emergency. I especially contacted these offices because of their important emergency mission and because I was particularly concerned about the possibility of certain deficiencies in their programs. The offices in which I am particularly concerned are Office of Basic and Geographic Intelligence, Office of Personnel, Central Reference Service, and Office of Computer Services. This does not mean that further deficiencies won't be uncovered as my study progresses.

b. Visited the relocation site in order to perform a physical inspection of the Vital Records Deposits. In addition to viewing the Vital Records I also inventoried equipment that would be used to convert, to useable form, records that are stored on micro-film, tab card, and computer tape. Deficiencies in this area of emergency equipment are apparent.

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I also viewed the Vital Records Deposits and discussed the depositing activity of Agency offices with [REDACTED]. I was disturbed to find that the effectiveness of the Vital Records Program has been placed in jeopardy through the movement of some records that would be absolutely essential to the carrying out of the emergency operations of the Agency.

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c. I also met with Colonel [REDACTED] to learn about the current thinking as to the choice of a satisfactory relocation site. He said that our present site seems to meet standards of OCD and OEP, but his own feeling is that an underground site would be much better. He is very anxious to have our thoughts on this matter and he indicated that he would again bring this up to Colonel White. Colonel [REDACTED] is interested in having an engineer make a study of the headquarters ground toward the possibility of constructing a vault there.

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He was quite concerned about the recent sacrifices made in the Vital Records collections. Conversion from tab cards to computer tapes, for reference aids, concerns him, especially since we do not have computer equipment.

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3. I intend to visit many more Vital Records Officers and to meet with Colonel [REDACTED], Commanding Officer of [REDACTED].

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